

VACANCY ANNOUNCEMENT

(U.S. Deputy Chief of Mission's Residence Maid/Housekeeper)

OPEN TO: All Internal and External Interested Candidates (women are encouraged to apply)

POSITION: Maid/Housekeeper (14-028)

OPENING DATE: February 23, 2014

CLOSING DATE: Open till filled

WORK HOURS: Full-time, 48 hours/week

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

Please note that this is **NOT** an Embassy official position/employee and the incumbent will be working directly for the Deputy Chief of Mission as a member of their personal residence staff.

Major duties and responsibilities:

Employee serves as the Maid/Housekeeper at the Deputy Chief of Mission's Residence. Responsibilities are as follows:

- General household cleaning, maintenance, light kitchen and serving duties, and laundry to include washing and ironing;
- Wear furnished uniform at all times;
- Maintain uniform in clean and repaired condition at all times;
- Identify and report immediate, medium, and long-term repairs needed and observed during the course of work;
- Assist with the organization of official representational events;
- Assist with proper table settings, and food preparation for official events;
- Serve food and beverages at all official representational events;
- At the request of the Employer, work at other social events; communicate telephone and other messages to the Employer in his absences from the residence.
- Attend scheduled meetings with Employer and/or his representative on Official Residence matters;
- Perform any other reasonable tasks assigned by the Employer or his representative; and
- Adhere to a high professional standard in the performance of work.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

Education: Completion of elementary school is required.

Experience: Two years of Maid/Housekeeper work experience in large organizations – NGO, military, government, commercial or residential is required.

Language: Level II (limited knowledge) of English language and Level II (Limited Knowledge) speaking/reading in Dari language is required.

Knowledge: Experience in proper use and safe handling of various cleaning materials and equipment is required. Incumbent is also required to have experience in performing laundry and ironing duties.

Abilities and Skills: Must be able to operate various cleaning equipment.

SUBMIT APPLICATION TO

Human Resources Office, U.S. Embassy Kabul

Applications should be submitted through e-mail to this address: kabuljobs@state.gov

Subject line must be: Maid/Housekeeper (14-028).